



DEPARTMENT OF THE NAVY

U.S. NAVY PERSONNEL SUPPORT ACTIVITY
DETACHMENT, GUAM
PSC 455, BOX 172
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PSD GUAMINST 11320.1D
Code 10
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PERSUPPDETGUAMINST 11320.1D

Subj: FIRE PREVENTION PROGRAM FOR PERSUPPDET GUAM/CSD NCTAMS

Ref: (a) NAVMATINST 11320.15
(b) COMNAV MARIANASINST 11320.1

Encl: (1) Fire Prevention Regulations
(2) Fire Bill

1. Purpose. To provide PERSUPPDET Guam and CSD NCTAMS with regulations pertaining to fire safety per reference (a).

2. Cancellation. PSDGUAMINST 11320.1C.

3. Background. References (a) and (b) promulgates requirements for a command fire prevention program. This instruction supplements reference (a) and is not intended to conflict with the directives of higher authority or eliminate the necessity for compliance with such directives. Enclosure (1) outlines additional fire prevention regulation requirements.

4. Action.

a. The Safety Petty Officer will ensure that detachment personnel are trained and comply with the fire prevention regulations and the fire bill, enclosure (2). He or she will also ensure that fire extinguishers are properly maintained, inspected, and tested. A building fire bill, and a map of personnel evacuation routes will be conspicuously posted in appropriate locations in each work area.

b. Section Supervisors will ensure that their workspaces do not become fire hazards and adhere to regulations outlined in enclosure (1). In case of a fire, supervisors will be responsible for the safe evacuation of subordinate personnel and customers in their workspace. Confine the fire and prevent drafts. In case of fire, notify all personnel in all office spaces. If time permits, secure important papers and documents in safes and filing cabinets and secure all electrical equipment (typewriters, computers, etc.).

c. The last person to depart shall close all doors. Doors to spaces should remain unlocked.

FIRE BILL

1. Purpose. To inform all personnel of actions to be taken in the event of fire, explosion and/or other similar emergencies occurring in PERSUPPDET Guam and CSD NCTAMS work areas. The Building Fire Bill (NAVFAC 3-11320/9 (4-67)) Form is available at all Naval Fire Stations. Fire Bills shall be posted in appropriate places in work areas close to the alarm boxes.

2. Applicability. The Fire Bill applies to all PERSUPPDET Guam and CSD NCTAMS personnel.

3. Methods of Alarm This is the Fire Bill.

a. Notification of Personnel

(1) Fire box alarm. The PSD and CSD buildings use fire alarm boxes. Follow instructions on the fire alarm box to alert personnel within the building that there is a fire and to evacuate the building, then call the fire department.

(2) Voice alarm. Where a fire box is not present or not working, sound the alarm by word of mouth. When building occupants have been notified, call the fire department.

b. Fire Department Notification. When using a telephone dial "117," and say, "I want to report a fire," give the type of fire and its location in the building.

(1) When giving information, be sure that the complete name of the location is given (e.g., PERSUPPDET Guam, Building 5, or CSD NCTAMS, Building 198, etc.). This is necessary because the fire dispatcher receives calls from other stations and there is a duplication of building numbers on base.

(2) Give your name and do not hang up until the report has been verified.

(3) When the report has been verified, vacate the building, but remain in the vicinity to direct the Fire Department to the scene of the fire.

4. Fire Details

a. The Guam Naval Consolidated Fire Department is responsible for all structural fire protection and fire fighting services for all Naval Activities on Guam.

FIRE PREVENTION REGULATIONS

1. Fire Hazard Identification and Abatement

a. All personnel shall ensure spaces are policed daily, especially smoking areas, to maintain cleanliness and to reduce fire hazards. Cigarette butts and contents of ashtrays shall be disposed of in an approved ash container, never in a waste paper basket or similar container.

b. Empty boxes shall be removed from the building. Waste paper will not be allowed to accumulate, including bags of shredding.

c. Paper or other materials shall not be used for decorations, window covering or placed on or about electric light fixtures unless they are flameproof.

d. Smoking is prohibited inside all PSD spaces.

e. Broken electrical receptacles shall be reported to the Safety Petty Officer who shall initiate corrective action.

f. No electrical appliance or device shall be installed or used unless it bears the label of approval of a recognized testing laboratory. The article must be examined and determined to be safe by the Safety Petty Officer.

g. Flexible extension cords shall not be used as permanent electrical outlets.

h. Flammable liquids shall not be stored in any interior space of the PERSUPDET or CSD NCTAMS.

i. Swabs, cleaning gear, and material subject to spontaneous combustion shall be kept outside the buildings or in approved storage areas.

j. Personnel observing a fire hazard shall immediately report the circumstances to his/her supervisor.

2. Inspection and Maintenance of Fire Fighting Equipment. The primary responsibility for inspection and maintenance of Fire Fighting equipment rests with the Guam Naval Consolidate Fire Department. The PSD Fire Warden will conduct periodic inspections of the equipment and immediately notify the Fire Department of any discrepancies found (e.g., missing, damaged, or empty extinguishers). The detachment Petty Officer will conduct his/her own inspections at least quarterly and report the results to the OIC/SEA Division Supervisors.